

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

COORDINATOR/BIOLOGY & SCIENCE LABORATORY (SEIU Local 1021 Salary Range 95) Job Code: 997

CLASS PURPOSE

Under general direction of the Dean, the Coordinator/Biology and Science Lab is designated as the lead coordinator for assigned science department instructional labs. Organizes and coordinates laboratory activities for a science department with single or multiple course disciplines including all day, evening, and weekend labs. Develops procedures and practices to administer and implement the day-to-day operation of laboratory course offerings. Directs or personally performs technical work in a college laboratory setting, including ordering, receiving, stocking, maintaining, and issuing laboratory supplies and equipment. Assists in the department's budget development and administration. Collaborates with faculty and staff in the implementation of daily duties. Performs related work as required.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year and may include some evenings and weekends.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks required.

The Coordinator/Biology and Science Lab will be responsible for the following for a science department:

- Coordinates the operation and maintenance of instructional labs.
- Coordinates the timely preparation, set-up, disbursement, and clean-up of supplies, materials, chemicals, and equipment for use in laboratory demonstrations, experiments, exercises and exams.
- Coordinates instructional lab schedules in collaboration with faculty as needed to maximize effective utilization of resources; coordinates all day, evening, and weekend labs.
- Participates in the implementation of science department lab exercises and experiments; updates materials lists and lab pull sheets on a regular basis; implements new or modified laboratory policies and procedures as deemed necessary; prepares special instructions for non-routine and complex assignments; performs complex skilled technical duties to assure efficient lab operations
- Orders materials, supplies and equipment; researches products, prepares and analyzes bids; may prepare purchase requisitions for supplies and equipment needed by the department;

purchases required items through departmental procedures; receives shipments and verifies contents; maintains, controls and stores a sufficient inventory of supplies and equipment including live and time sensitive materials; may travel to various sites and vendors for supplies and equipment

- Coordinates and monitors department expenditures and overall resources for operations; prepares cost estimates for budget recommendation and to ensure compliance within established budget; submits justifications and advocates for resources needed to accomplish Department, College, and District goals.
- Coordinates with faculty as needed to select and install new equipment; maintains equipment, interface computer systems, and apparatus in the laboratory; performs routine maintenance on and calibrates a variety of scientific and electrical/electronic instruments; monitors and coordinates repair of equipment by outside vendors as needed
- Responsible for training, supervision, and direction of related staff such as day, evening or weekend lab technicians; instructional aides; and student workers.
- Oversees hazardous waste handling; implements policies and procedures to comply with federal, state, local, and District-wide safety laws, regulations, and guidelines; establishes and enforces laboratory safety procedures; recommends safety-related improvements and modifications in laboratory procedures and operations; provides all materials for safe management of hazardous materials, biohazard and blood-borne pathogens; collects biological and chemical hazardous waste and arranges for removal from facility; inspects and identifies safety hazards, and arranges for correction or remediation
- Coordinates lab support for microbiology and biotechnology course offerings if applicable; may supervise technicians dedicated to these course offerings; assist with the preparation and distribution of culture media as required by instructors; assist with the maintenance and freezing of cell lines (tissue culture) and bacterial and fungal cultures.
- Prepares, issues and tracks supplies, materials, and equipment for student use in laboratory experiments or individually assigned projects
- Maintains laboratory and storeroom in a clean and orderly condition; cleans and repairs glassware and laboratory apparatus
- Mixes, bottles, and labels chemicals, stains, and reagents; maintains and stores chemicals according to basic chemical and industrial hygiene principles; maintains Material Safety Data Sheet documentation and inventory lists; trains subordinates in proper chemical mixing procedures and management of chemicals
- Feeds and maintains laboratory animals and plants
- Coordinates the maintenance and operations of the science facilities; submits work orders for routine maintenance needs
- May hire and direct independent contractors or vendors regarding issues relevant to the science department
- May serve on College or District participatory governance committees that relate to Safety, Facilities, or Construction committees, as a science department representative.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in a science field related to the assignment and four (4) years of related experience; or an equivalent combination of education and qualifying experience that could likely provide the desired knowledge and abilities.
2. Satisfactory completion of at least 24 semester units in laboratory courses in the scientific field(s) to which assigned, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
3. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of effective supervision of others
- Budget development and administration
- Laboratory equipment, materials, supplies, and procedures as used in the particular science laboratory
- Applicable federal, state, and local health and safety laws, regulations, and guidelines as applied and practiced in an academic environment
- Basic chemical and industrial hygiene, and management of chemical and biological hazardous wastes.
- Principles of the appropriate science(s), likely to include but not be limited to: biology, microbiology, chemistry, and physics.

Ability to:

- Plan, organize, and direct the work of others; train, evaluate, and develop staff assigned to assist in the lab
- Communicate effectively in the oral and written form
- Perform routine and analytical determinations
- Learn factors involved in purchasing science laboratory supplies and equipment
- Prepare demonstration and laboratory set-ups
- Order, receive, and issue supplies, materials, and equipment
- Operate, maintain, and repair technical laboratory equipment
- Analyze laboratory procedures and make suggestions for improvements
- Maintain records of supplies and equipment

- Safely manage chemical and biological supplies and materials, including corrosives, flammables, poisons, gases, and hazardous wastes
- Implement appropriate safety-related procedures
- Conduct research as needed

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication